



Minnesota Women of Today
2024-2025 Winter State CIP
Secretary
"Stick To It"

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Hey There Secretaries!

The extra bustle of holidays or life events can leave us deflated, potentially challenged, or stressed about being able to meet our commitments. And while it can be difficult to pick back up - it is possible! I learned that with the help of others, we can make a new plan and move forward.

A self-check is probably due for all of us, likely even overdue. *What are my goals? What do I want to accomplish this year?* My attitude will carry me through my journey - and by staying committed I know I can, and will, finish strong.

I'm asking that each of you take a few minutes as a time out to review what you hoped to accomplish this year as a chapter or district secretary. Don't get caught into thinking you only "take minutes." We have the opportunity now to reassess our goals and to finish strong, so I encourage you to review the secretary's responsibilities that were in my first CIP - is there something that you had overlooked or hadn't considered during the first part of the year?

In addition, I urge you to pay close attention to the information in this CIP concerning your role in upcoming elections as well as the transition to the new secretary who will be taking your place.

Let's keep moving forward as we get through this third trimester! Take a break sometime and color the "Stuck on You" Valentine's coloring page at the end of this CIP.

~Liz

TRIMESTER 2 CHALLENGE RECAP

One of my goals is to have 25 or more chapters/districts send me their meeting minutes to review and give feedback. Thank you, secretaries! We're still only a little over the halfway point for my goal of the year but I think we can finish strong! Congrats to the winner of the gift basket! Additional incentives will be in the Winter State DD bags.

TRIMESTER 3 CHALLENGE

Please continue sending your chapter/district general meeting or board meeting minutes for review by May 10th to be entered in the Annual Convention drawing!

MEANINGFUL MINUTES

Did you know that you can make it much easier for the Success Coordinator to give you credit for a completed project by reporting on it correctly in your meeting minutes? This also helps your local program managers track items for their MNWT report submissions. Here is an example of how you should report a project:

Minutes Showing Planning (November Meeting):

Community Connections:

Sharing Tree Report-Noel N.; Have forms for 20 families. We will be writing the ornaments on November 6th at 6:30 pm at Immaculate Conception Church, decorating the tree at Pine Country Bank on November 24th, picking up the presents at the bank on December 12th, and distributing the gifts at the church on December 17th from 9:00 am until 2:00 p.m.

Minutes Showing Final Report (January Meeting):

Community Connections

Sharing Tree Final Report-Noel N; A total of 26 families with 100+ individuals were given presents on December 17th at Immaculate Conception Church. Seven WT chapter members and five non-chapter members participated in this project for a total of 93.5 hours. In-kind donations totaled \$1,245. A Project of the Trimester nomination has been submitted to the CC SPM.



THE KEY TO
SUCCESS IS TO
START BEFORE
YOU ARE
READY

— *Marie Forleo*

As you can see, the final report in the January minutes shows the date and place the project was completed, name of the project, participation level of membership, date of project, and what donations were used for. Be sure to also include the name of the joint organization when it is applicable.

If you do not do a final report on a project in the minutes, the Success Coordinator won't know that the project was actually completed, and credit will not be given on your SUCCESS submission. Save yourself extra time and headaches now by including your important details of all that you do in your monthly minutes.

ELECTION RESPONSIBILITIES

In the upcoming election of the officers for your chapters, it is usual practice to have nominations made by a committee. When the committee makes its report, which consists of a ticket, the chair will ask if there are any other nominations from the floor. The committee's nominations are treated just as if made by the members. When the nominations are completed, the election takes place, voting by any of the methods allowed by the chapter bylaws. The usual method is by secret ballot to allow members a private vote. Two members not on the ballot should act as tabulators (vote counters.) They report to the chair, who then announces the outcome of the vote to the membership.

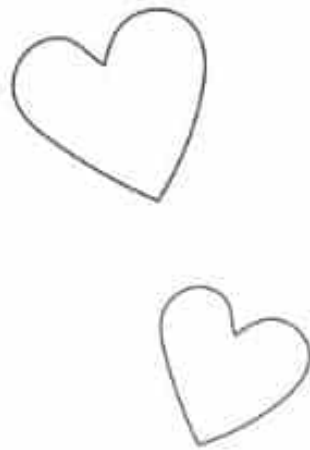
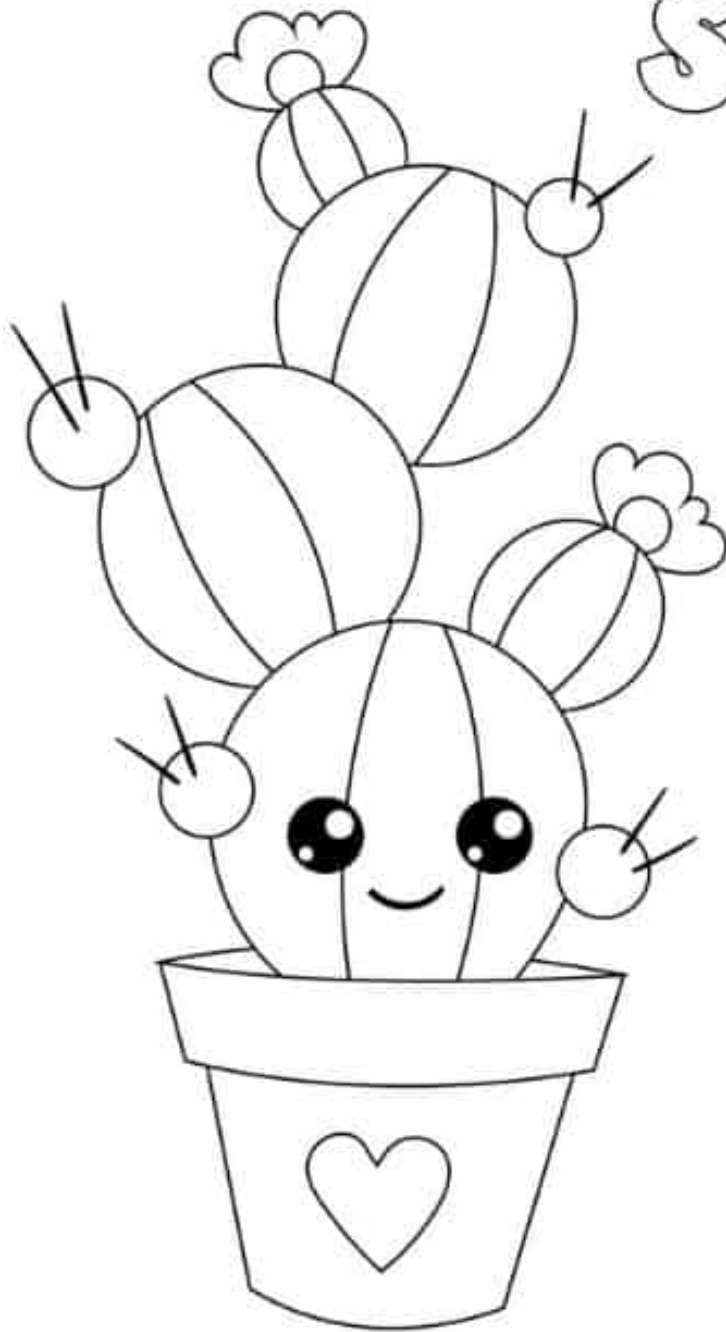
As secretary, you should record the nominations as they are made from the committee or from the floor. You should state in the minutes the method of voting, the names of the tabulators and the outcome of the vote. Robert's Rules of Order also states that where the vote is by ballot, the number of votes on each side should be recorded.

TRANSITIONING TO THE NEXT SECRETARY

Your next secretary in your chapter will be elected soon and will be looking to you for guidance. Properly training the new secretary will ensure a smooth transition. Spend some time going over the following information to help her become comfortable with her new role and duties.

- Make sure the files to be passed on are complete and organized.
 - Make sure to pass on the permanent secretary records, whether it is held in an accordion file, file folder, binder, cloud/google drive, and/or flash drive. Remember, the newsletters are not the official secretary record.
 - Go over the secretary manual with her. If you do not have one, you can find them at the State Store or the [MNWT website](#).
 - Review the [past year's CIPs](#) and highlight important sections for her.
 - Also pass on any motion slips, project report forms, or other forms that you have used while you have been the secretary.
 - Spend some time training the new secretary. What worked for you? What didn't work?
 - Show her your system of taking notes at meetings, or suggestions on what to try. Also, show her how you organize the minutes with use of • bullets, 1. numbers and CAPS, underline, **bold** or *italic* lettering.
 - Share with her tips for encouraging members to submit written reports.
 - Let her know she can always contact the state secretary with any questions.
 - Encourage her to attend LOTS Training on April 26th. Check the [MNWT website](#) and upcoming Chapter Mailings for more registration information.
 - Be available to her if she has any questions or is feeling a bit anxious about the secretary position.
 - Understand that she may do things a little differently, that does not mean that it is wrong.
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on you



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